

新东方商务英语初级口语素材工作面试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/453/2021_2022__E6_96_B0_E4_B8_9C_E6_96_B9_E5_c85_453362.htm Lesson Eight 工作面试

(Job interview) About education What is your education background? I graduated from Peking University. I attended New Oriental School for its spoken English courses in 2003. I ' m a law/accounting/mathematic major. I minored in finance/computer science. I have a BA/BS/BBA/MBA/MS/MA/PHD degree in Chinese literature/Computer science/finance. I received my BA degree from Tianjin University in 1999. I finished primary school in 1990, and went to middle school that September. I graduated from high school in July 1996, after which I entered Shanghai University of Foreign Studies. About honor, award and activities I won the university scholarship for three academic years. I won second prize in the English Speech Contest of our university in 2001. I ' ve received the honor of the most outstanding student in 2000. I served in the schools basketball team/as monitor for class. About Experience Have you got any experience in management? I ' m afraid not. I ' ve jut graduated from college. Though I have no experience in this field, I ' m willing to learn. I worked as an interpreter in a foreign trade company for 3 years. I ' m currently with a state-owned enterprise. I ' m an administrative assistant with a joint venture company. I ' m in charge of the personnel department. Reasons for quitting and application I quit due to the expiry of my employment contract. My job is not in line with my area of study. I

didn't like the working environment there and there was little opportunity for advancement. I'd like to work in a company that gives me more room for personal growth. I'd like a career that's more dynamic and challenging. I'd love have an opportunity to further develop my abilities. Yours is a famous company with excellent management. If I have an opportunity to work in such a company, I believe I'll be able to fully develop my abilities and obtain wider experience, and at the same time, make valuable contributions to the company. Yours is a multi-national corporation mainly engaged in manufacturing electronic products, with its headquarters in the USA. You entered China's market 5 years ago and your products made in China are enjoying good market shares both at home and abroad. About qualification I was specially trained for this kind of job. For the past four years, I've been working as office director for a joint-venture. I've had many years of experience in customer service. I have the educational background and relevant experience required for the job. Since my past work experience is closely related to this job. I'm confident I can do this job well. I know a lot about how north China's market works and how business is done there. Besides Mandarin, my mother tongue, I can also speak English, Japanese and Cantonese. I have been holding a driver's license since 1999. I've got a certificate of CET band 6. I'm energetic and decisive. I always manage to have things done on time. I maybe kind of shy around people. But I'm working on it by creating myself more opportunities to social.

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